

HUMAN RESOURCES

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs, and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. Insurance costs and reimbursements are consolidated and included in a separate budget unit. This budget unit consists of staffing and related operating expenses.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	3,740,659	3,809,779	3,595,779	4,259,651
Total Revenue	3,727,357	3,809,779	3,919,490	4,259,651
Revenue Over (Under) Expense	(13,302)	-	323,711	-
Fixed Asset	32,753	34,380	38,491	8,429
Budgeted Staffing		58.0		65.0
<u>Workload Indicators</u>				
FISCAL SECTION				
Database Transactions	47,562	41,449	69,052	54,896
LIABILITY SECTION				
Auto Accidents	456	456	616	608
Open Claims	1,315	1,237	1,308	1,389
New Claims	1,425	1,361	1,542	1,727
Cases Per Adjuster	188	177	187	198
WORKERS COMP SECTION				
Open Claims	2,428	2,298	2,457	2,422
New Claims	1,764	1,403	1,754	1,753
Cases Per Adjuster	187	177	189	186
SAFETY SECTION				
Employees Trained	2,000	4,500	3,800	5,000
Emergency Responses	70	85	156	85

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

On September 18, 2001, the Board authorized the addition of 2.0 Safety Specialists to administer the county's Injury and Illness Prevention Program. Budgeted staffing also includes the addition of 1.0 Clerk II to perform duties previously completed by public service employees. Also, 3.0 Fiscal Clerk I and 1.0 Claims Adjuster are added due to the absorption of the third party administrator, Arrowhead Health Administrators, operations.

PROGRAM CHANGES

None.

HUMAN RESOURCES

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Risk Management
FUND: Internal Services IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	2,966,393	3,122,208	3,370,338	268,458	3,638,796
Services and Supplies	908,670	843,738	892,537	27,658	920,195
Central Computer	19,508	17,193	39,834	-	39,834
Other Charges	-	1,625	1,625	(50)	1,575
Transfers	-	106,800	106,800	11,700	118,500
Total Exp Authority	3,894,571	4,091,564	4,411,134	307,766	4,718,900
Less:					
Reimbursements	(307,976)	(307,976)	(436,924)	(22,325)	(459,249)
Total Appropriation	3,586,595	3,783,588	3,974,210	285,441	4,259,651
Depreciation	9,184	26,191	26,191	(26,191)	-
Total Oper Exp	3,595,779	3,809,779	4,000,401	259,250	4,259,651
Revenue					
Other Revenue	3,919,490	3,809,779	4,000,401	259,250	4,259,651
Total Revenue	3,919,490	3,809,779	4,000,401	259,250	4,259,651
Total Rev Over (Under) Exp	323,711	-	-	-	-
Fixed Asset Exp					
Equipment	17,403	34,380	34,380	(25,951)	8,429
Vehicles	21,088	-	-	-	-
Budgeted Staffing		58.0	60.0	5.0	65.0

Total Changes in Board Approved Base Budget

Base Year		
Salaries and Benefits	119,182	MOU and retirement increases.
Services and Supplies	48,799	Inflation, risk management liabilities, and EHAP.
Central Computer	22,641	
Revenue	190,622	
Mid Year		
Salaries and Benefits	128,948	On September 18, 2001, the Board authorized 2.0 Safety Specialists to administer the county's Injury and Illness Prevention Program; Item No. 73 adds 1.0 position for HSS and Item No. 74 adds 1.0 position for the Sheriff's Department.
Total Operating Expense Change	190,622	
Total Revenue Change	190,622	
Total Revenue Over/(Under) Expense	-	
Total 2001-02 Operating Expense	3,809,779	
Total 2001-02 Revenue	3,809,779	
Total 2001-02 Rev Over/(Under) Exp	-	
Total Base Budget Operating Expense	4,000,401	
Total Base Budget Revenue	4,000,401	
Total Base Budget Rev Over/(Under) Exp	-	

HUMAN RESOURCES

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>268,458</u>	Various step increases, addition of 1.0 Clerk II, 3.0 Fiscal Clerk I (AHA), and 1.0 Claims Adjuster (AHA).
Services and Supplies	<u>27,658</u>	Additional expense due to AHA transfer.
Other Charges	<u>(50)</u>	Decrease in interest charges for 2nd year of server lease.
Transfers	<u>11,700</u>	Support to HR Administration.
Total Expenditure Authority	<u>307,766</u>	
Reimbursements	<u>(22,325)</u>	MOU, COLA, etc. increases for several Safety Specialist positions funded by ISF funds.
Total Appropriation	<u>285,441</u>	
Depreciation	<u>(26,191)</u>	
Total Operating Expenses	<u>259,250</u>	
Other Revenue	<u>259,250</u>	Budgeted revenue from subfunds is increased to offset increases in budgeted operating expenses.
Total Revenue	<u>259,250</u>	
Lease	<u>49</u>	
Lease Pur-Vehicles	<u>(26,000)</u>	
Total Equipment	<u>(25,951)</u>	